Submitting a paper:

Information and guidelines for authors

ARCS publishes original papers in French or English under the three following headings:

1. *Research papers* ("Articles"): papers presenting an original research project in Human and Social Sciences, either using network analysis methods or delivering a theoretical and methodological study of network analysis in Human and Social Sciences;
2. *Debates* ("Débats"): papers discussing practices, concepts and methods of network analysis in Human and Social Sciences. This can include discussions between researchers from different disciplines;
3. *News* ("Actualité"): presentation of resources (databases, software, website, books, journals, algorithms, etc.), research projects, feedback on seminars and conferences, etc.

The papers' length varies depending on the section: 80,000 characters or under for research articles (including spaces, footnotes and references), or shorter for the other sections.

No simultaneous submission to other publication outlets is allowed.

How to submit a paper

NB: *In the guidelines below, the terms "the Author" refer to the author if a paper only has one author, and to the "contact author" if the paper has several co-authors: the contact author is the person who submits the paper to the journal and acts as a contact person with the journal throughout the various stages of the peer-review process.*

To submit a paper, the Author must send:

- an anonymized electronic version of the paper, using the document template provided by the journal;
- where relevant, the documents forming the paper's annexes in an appropriate format.

These documents must be sent to the journal at the following email address:

arcs@episciences.org

Peer review

Upon receipt of the submission, an electronic confirmation of receipt is sent to the Author.

The papers are assessed by three reviewers, including at least one member of the *ARCS* Editorial Committee and one external expert nominated by the members of the Editorial Committee. The evaluation process is anonymous – the list of external experts who took part in our peer review process on each given year is published in the journal on the following year.

The paper is reviewed on the basis of: relevance to the journal's themes and objectives, and to the section is has been submitted for; originality of the topic it addresses; overall quality of the demonstration; quality of the data analysis; relevance of the references; text's readability; attention given to annexes; overall reproducibility of the research presented.

The journal will get back to the Author within a maximum of 3 months with some feedback on the evaluation of their paper.

The journal's Editorial Committee makes their decision on whether or not to publish the article based on the peer review. There are four types of response:

- the paper is refused.
- the paper is refused with an invitation to resubmit a new version: the Editorial Committee informs the Author of the improvements required, and the Author has two weeks to inform the Committee of how they wish to respond. If the Author wishes to proceed with the improvements recommended, he/she then has a two-to-six-months period to submit a new version of the paper. The second version of the paper is then evaluated by the same experts who had reviewed the first version.
- the paper is accepted subject to corrections or modifications: the Editorial Committee informs the Author of the improvements required. The Author has between two weeks and two months to implement these modifications, depending on their size.
- the paper is accepted.

When some modifications are required, provided that the Author(s) and peer reviewer(s) agree to do so, their anonymity may be lifted in order to enable them to develop a constructive dialogue, as per the model promoted by the journal *Nouvelles perspectives en sciences sociales*.

Writing and formatting

Size of paper

Papers of over 80,000 characters will not be reviewed.

Using the .doc or .tex template

In order to format their papers, *ARCS* requires of the authors that they use the style sheet from the document template that can be downloaded from the link below:

Feuille de style template_fr.doc (français) et template_en.dot (english)

Feuille de style template_fr.tex(français) et template_en.tex (english)

If you are not familiar with using a style sheet, you will find all the instructions needed in this online guide:

http://www.unige.ch/cyberdocuments/didacticiel/unite2/module2.html#2-1

The body of the article must not contain any information that could make it possible to identity its author(s).

Annexes

The authors are strongly encouraged to back up their papers with documents that can be published online to illustrate and support the findings presented in the body of the article (facsimile of questionnaires, additional statistical tables, databases and scripts, interview sheets, interview transcripts, excerpts from fieldwork diary, written archive, iconography…).

ARCS strongly encourages the author(s) to provide the readers with all the data and processes (data analysis scripts) used in their article, using the journal or the open access online depositories provided for this purpose, in order to enable the readers to check the analyses and findings presented by the authors.

The authors must provide a cover note to present the annexes, and insert some notes referencing back to the annexes into the body of their paper. The annexes must be provided together with the paper.

When a paper is accepted, the author(s) and the editorial team will work together to ensure that these documents are made available to the readers in the most appropriate format.

Guidelines for writing and formatting submissions to *ARCS*

The indications and advice compiled in this guide are recommendations. In the event of a paper being accepted, its author(s) will be required to make the amendments needed for the article to comply with the style sheet and with the standards listed below.

Anonymity (of authors)

Aside from the cover sheet, the papers submitted to ARCS must be anonymised: the authors should remove all indications that might allow the evaluators to see their names. The authors are therefore required to:

- Remove any indications in the "Properties" section of the documents that might reveal the authors' names;
- Mask the authors' names if they appear in a figure.

Bibliography

Bibliographic references must be formatted using the style sheet's "**Bibliographie**" style.

References must be listed at the end of the paper. The documents are listed by alphabetical order of the author's surname, then the year of first publication.

Wherever available, please indicate the stable URLs (permalinks) of the electronic versions of references.

Bibliographic references must be presented according to the APA standard.

Books

Halbwachs, M. (1933). *L'évolution des besoins dans les classes ouvrières*. Paris: Félix Alcan.

Journal articles

Halbwachs, M. (1923). L'expérimentation statistique et les probabilités. *Revue Philosophique de la France et de l'Étranger*, *96* , 340–371.

Contributions to collective publications

Roussel, N., Fekete, J.-D. & Langet, M. (2005). Vers l'utilisation de la mémoire épisodique pour la gestion de données familières. In *Proceedings of the 17th conference on l'interaction homme-machine* (pp. 247–250). ACM.

Formats

The documents communicated to *ARCS* must use the most appropriate format depending on their type:

- Charts must be presented in a vector format (eps, ai, svg).

- Other images (photographs, reproductions) must be presented in a free, uncompressed format, using a compression without loss of quality (TIFF or PNG) with a resolution of over 300 dpi and under 600 dpi.
- The data must be provided in an open format. The authors are required to use preferably a text format (.txt, .csv…) rather than a proprietary format.

Translation

Quotes in a different language to that of the article must be translated in the paper's language and followed by the mention "traduction" or "translation" between parentheses. The text quoted and translated may be reproduced in its original language as a footnote.